

14 June 1971

OFFICE OF PERSONNEL MEMORANDUM NO. 20-26-5

SUBJECT : Exit Processing of Contract Employees, Type A

25X1
REFERENCE: Exit Processing for Separation or Extended
Leave

1. Henceforth, the Personal Affairs Branch (PAB), Benefits and Services Division, which conducts the exit processing of staff employees, will provide similar service for Contract Employees, Type A who are under official cover.

2. Operating components should follow the referent procedure in notifying PAB of such Contract Employees who are terminating or going on extended leave for 60 days or more.

Harry B. Fisher
Director of Personnel

25X1

OPM 13-71

C-O-N-F-I-D-E-N-T-I-A-L

Group 1
Excluded from Automatic
Downgrading and
Declassification